

Electronic Resources/Internet Use Policy

The Lois Wagner Memorial Library, herein known as The Library, provides Internet access to the public as part of its policy of providing quality services and resources to meet the community's informational needs.

Patron Responsibilities

Use of the Lois Wagner Memorial Library's Electronic Resources and/or Internet is a privilege, governed by policies issued by the Lois Wagner Memorial Library Board of Trustees. The Library retains the right to limit or deny this service to those individuals who violate any of the following guidelines.

Computer Use

- A current library card in good standing from any Suburban Library Cooperative member library is required for use of the library's computers. Those individuals that do not have a card may request a one-time computer guest pass at the Circulation Desk.
- Use of the computers is on a first-come, first serve basis.
- Users will be restricted to 30 minutes if others are waiting, at the end of which the user will be required to surrender their station. Additional time may be given if there are no other patrons waiting; this may be done at the discretion of the library staff.
- In the event that computers are full, priority will be given to those needing to use the computers for academic reasons.
- A maximum of two (2) patrons may use a single computer at one time.
- Users may upload or download information from the Internet to their own discs or personal portable USB storage devices. The Library assumes no responsibility for damage to these devices that may result from downloading files from the Internet.
- Public use computers and internet stations are located so that they may be monitored by staff for assistance and security.
- All Library employees have the authority to terminate computer access for a violation of these rules. The library director may impose longer or permanent restrictions for violations of the library's policies.

Library Card Use

- Patrons who possess a Lois Wagner Memorial Library card agree to use it only for their personal access; patrons shall not misrepresent themselves as another person nor use another person's library card information to access the computer management system. Violations may result in the suspension of computer privileges and/or library use.

- A library card is the property of the Lois Wagner Memorial Library and we reserve the right to confiscate any card that is being used in violation of the policies.
- Library staff can request additional identification to confirm the proper use of a library card or guest pass.

Wireless Access

- The Library provides free unfiltered wireless access. Wireless users agree to abide by the Library's Internet Use Policy while using wireless access.
- Due to the current configuration of the Library and ADA standards, patrons using wireless access with electronic devices may not plug in their machines to library outlets.

Minors

- Michigan Public Act 212 of 2000 requires that libraries protect minors from Internet materials that are obscene or harmful to minors. Unlike teachers, librarians do not legally act in loco parentis (in place of the parent). Therefore, to comply with Michigan law, minors must be accompanied at the computer by a parent or guardian when using unfiltered computers.
- Adult users may not display, view, or download graphics that are harmful to minors when in the presence of, or when the content is visible to minors. Minors may not display, view, or download graphics or content that is harmful to them or other minors.
- The phrase "harmful to minors" includes, but is not limited to, graphics or content that is indecent or obscene when viewed or accessed by a minor, regardless of whether a minor actually views or accesses the material; graphics or material that a minor may not otherwise lawfully possess; and graphics or content to which a minor or the minor's parent objects during the minor's visit to the library.

Use of Library computers for access of Illegal, Unacceptable, or Inappropriate Purposes

Use of The Library's computers for illegal, unacceptable, or inappropriate purposes is prohibited. Examples of such unacceptable or inappropriate uses include, but are not limited to, the following:

- Harassment of other users
- Engagement in any activity that is disruptive, offensive, libelous, or slanderous
- Violation of another user's privacy
- Violation of software license agreements

- Unauthorized copying of copyright-protected material
- Violation of computer system security
- Destruction or damage to equipment, software, or data belonging to the library or other users
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- Violation of network usage policies and regulations
- Violations of any policies of the Lois Wagner Memorial Library

Treatment of Policy Violations

Any person not abiding by these or other rules and regulations adopted by the Library Board may be denied the privilege of access to the library or its resources, by the library director or designee. Library employees will contact law enforcement authorities if illegal activities are observed or reported or as otherwise deemed advisable. Based on the nature of the offense, warnings and other preliminary steps may be bypassed.

Enforcement Actions

- Step 1: Verbal warning for first infraction of any minor offense
- Step 2: Second offense or failure to comply with step 1 results in the termination of Internet access.
- Step 3: Third and subsequent infractions will result in banning from the Library premises for a period determined by the Library Director. Library card privileges may be revoked for this period. Parents of minors will be contacted.
- Indefinite suspensions may result from recurring, frequent or serious infractions.
- Based on the severity of the offense the police may be contacted immediately.
- Internet users whose access session has been terminated or prohibited will be given information concerning an appeals process to the Library Board of Trustees to protest the action and/or request that Internet access privileges be reinstated. The Library Board of Trustees may uphold the termination; allow privileges with conditions and/or restrictions; or overturn the ban. In cases of termination or conditional privileges, the Library Board of Trustees shall set a time period that shall elapse before a user shall be permitted to apply for full or conditional reinstatement.

Disclaimer

The Internet offers access to a wealth of information that can be personally, professionally and culturally enriching.

- Because the Internet is a vast and unregulated information network, it also enables access to ideas, information, images and commentary beyond the confines of The Library's collection, mission, selection criteria and collection development policies.
- Access points on the Internet change often, rapidly and unpredictably. Users are cautioned that ideas, points of view, and images can be found on the Internet which are controversial, divergent and inflammatory. The Library cannot protect individuals from information and images that they might find offensive or disturbing.
- Computers available to the public that can be used to access the Internet will be shared by library users of all ages, backgrounds and sensibilities. Individuals are asked to be sensitive of others' values and beliefs when displaying potentially controversial information or images on public computer screens.
- Patrons are reminded that the Library's public access computers are **public** and privacy cannot be guaranteed.
- Users should be aware that material on the Internet is copyrighted. It is the responsibility of the user to be aware of the display of any notices concerning copyright of information and to respect the copyright laws of the United States.
- Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.
- The Library makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet and assume no responsibility for any damages, direct or indirect, arising from its connections to the Internet.
- Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.
- The provision of access does not mean or imply that The Library endorses or sanctions the content or point of view of any of the information or commentary, which may be found on the Internet.